



Richard D. Brown  
Acting Director

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*Department of Planning and Budget*

200 N. Ninth St., Room 418  
Richmond, VA. 23219

October 12, 2001

**MEMORANDUM**

TO: Budget Officers of State Agencies

FROM: Richard D. Brown

SUBJECT: 2002 Estimates of Nongeneral Fund Revenues

The Code of Virginia requires all agencies that receive nongeneral fund revenues to provide the Department of Planning and Budget with revised estimates for the current biennium and a six-year revenue forecast. The deadline for submitting this information to DPB is November 9, 2001.

(If your agency does not have any nongeneral fund revenues, you do not need to submit any information and you may disregard the attached instructions.)

The instructions for submitting 2002 estimates are essentially the same as in the recent past. Each agency that collected nongeneral fund revenues in fiscal 2001 or previously made a nongeneral fund revenue estimate will be required to complete a new estimate for the six years beginning in fiscal 2002 and ending in fiscal 2008. (Institutions of higher education will only revise their revenue estimates for fiscal years 2002, 2003, and 2004.)

The six-year estimates must be submitted in electronic format. You should email the completed forms in the Access format provided to [budget@dpb.state.va.us](mailto:budget@dpb.state.va.us). Your DPB budget analyst will be glad to help you if you have questions about the forms or the information required. If you have access to the Internet, you can download these instructions and the format for the A-1 and A-2 from DPB's web site at [www.state.dpb.us/dpb](http://www.state.dpb.us/dpb). Or, should you wish to have the information on a disk, please contact your budget analyst.

If you have questions, please call your DPB budget analyst.

cc: Doug Page, Department of Accounts